Job Aid:

Review and Maintenance of Commodity & Environmentally Preferable Product Codes

This Job Aid shows seller administrators how to:

- Select and maintain commodity & Environmentally Preferable Product Codes & Services

Of Special Note:

The Seller Administrator has the responsibility of initially assigning UNSPSC to goods and services offered by the Seller's organization, as well as, periodically reviewing, adding and deactivating codes as business needs dictate.

United Nations Standard Products and Services Code (UNSPSC) is a hierarchical convention used to classify products and services. The code consists of five two-digit identifiers that categorize the items into a five-level hierarchy moving from a general to a more specific categorization:
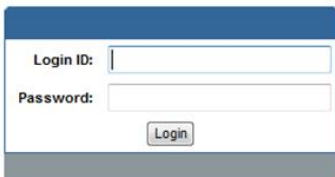
- Segment
- Family
- Class
- Commodity
- Business Function

Screenshot	Directions
	1. Launch the COMMBUYS website by entering the URL https://www.commbuys.com into the Browser. Login using the ID and password for your Seller Administrator role.

Maintain Organization Information
This section is used for maintaining organization information.

Maintain Users on this Account
This section is used to maintain users for the organization.

Add Users on this Account
This section is used to add users to the organization.

Add Associated Organization
This section is used for adding an organization with the same Tax ID.

2. Click on the **Maintain Organization Information** icon on the Seller Administrator control center.

   Note: If you have multiple roles, choose the Seller Administrator tab.

Maintain General Organization Information
This section is used for maintaining general organization information.

Maintain Addresses
This section is used to maintain addresses.

Maintain Commodity-EPP Codes & Services
This section is used to maintain commodity-EPP codes and services.

Maintain Program Qualification
This section is used to maintain program qualification.

Maintain Regions
This section is used to maintain regions.

Maintain Terms and Categories
This section is used to maintain terms and categories.

Maintain Quote Attachment Repository
This section is used to maintain files in the quote attachment repository.

Credit Memo List
This section is used to view credit memos.

3. Click on the **Maintain Commodity-EPP Codes & Services** icon.

Maintain Commodity-EPPs
This section is used to add or remove commodity-EPPs.

Display Inactive Commodity-EPP
This section is used to display inactive commodity-EPPs.

4. Click on the **Maintain Commodity–EPPs** icon.

Commodity-EPP and Service Codes

Current Codes - Surfin1

Deactivate	Code	
☐	49-14-16	Surf and swim equipment and accessories

Deactivate Selected Items   Add Additional Codes

5. There is one commodity code listed in this example. To assign additional commodity codes to your organization's goods and services offered, click on **Add Additional Codes**.

Commodity-EPP and Service Codes - Surfs Up

Search

U N S P S C Segment-Family	[dropdown]
U N S P S C Class	[dropdown]
U N S P S C Keyword	[text field]
Search using	ALL of the criteria [dropdown]

[Search]

ⓘ Use the U N S P S C Commodity-EPP Search Engine if you are familiar with the U N S P S C code. If

U N S P S C Code Browse

ⓘ Select the category that best describes the product and service you offer. Click on the question mark

	10	Live Plant and Animal Material and Accessories and Supplies
	11	Mineral and Textile and Inedible Plant and Animal Materials
	12	Chemicals including Bio Chemicals and Gas Materials
	13	Resin and Rosin and Rubber and Foam and Film and Elastomeric
	14	Paper Materials and Products

6. Search by Class, Item, and or Keyword to find additional codes to assign to the good and or services offered by your organization.

   Click on the appropriate hyperlinked UNSPSC Segment codes listed to the left to access UNSPSC family numbers.

U N S P S C Code Browse   [Show Categories]

ⓘ Select the category that best describes the product and service you offer. Click on the question mark for more information.

	49	Sports and Recreational Equipment and Supplies and Accessori
	49-10	Collectibles and awards
	49-12	Camping and outdoor equipment and accessories
	49-13	Fishing and hunting equipment
	49-14	Watersports equipment
	49-15	Winter sports equipment
	49-16	Field and court sports equipment
	49-17	Gymnastics and boxing equipment
	49-18	Target and table games and equipment

7. Click on the 4-digit numerical hyperlink to the left of the category to select the family category associated with any additional products and or services your organization offers.

U N S P S C Code Browse   [Show Categories]

ⓘ Select the category that best describes the product and service you offer. Click on the question mark for more information.

	Code	Description
☐		
	49	Sports and Recreational Equipment and Supplies and Accessori
	49-14	Watersports equipment
☑	49-14-15	Scuba and snorkeling gear
☑	49-14-16	Surf and swim equipment and accessories

8. Select the checkbox next to the class associated with the products and or services offered by your organization.
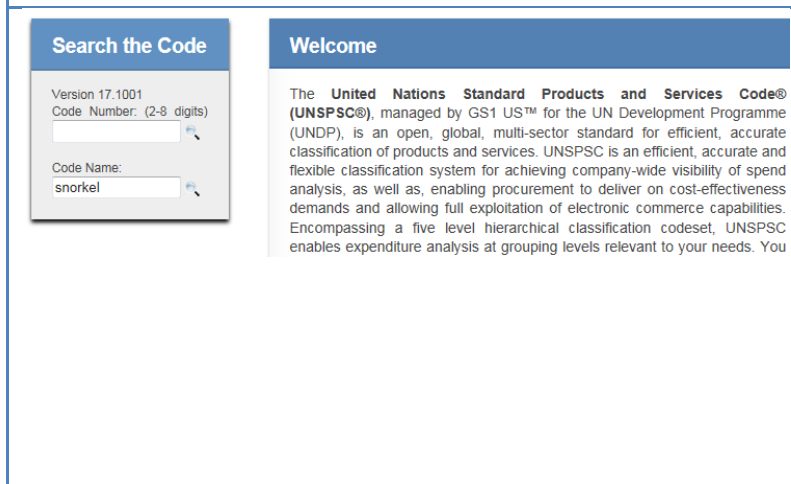
Job Aid:

Review and Maintenance of Commodity & Environmentally Preferable Product Codes

unspsc® HOME FAQS SEARCH-CODE MEMBERSHIP LIBRARY CODESET-DOWNLOADS INITIATIVES EDUCATION **Search the Code** Version 17.1001 Code Number: (2-8 digits) [_____] Code Name: [_____] **Member Login** **Welcome** The **United Nations Standard Products and Services Code®** (UNSPSC®), managed by GS1 US™ for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services. UNSPSC is an efficient, accurate and flexible classification system for achieving company-wide visibility of spend analysis, as well as, enabling procurement to deliver on cost-effectiveness demands and allowing full exploitation of electronic commerce capabilities. Encompassing a five level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.	9. To access additional UNSPSC reference, consider opening an additional tab and enter http://www.unspsc.org into the address bar opening the UNSPSC Home Page.
Search the Code Version 17.1001 Code Number: (2-8 digits) [_____] Code Name: [snorkel____] **Welcome** The **United Nations Standard Products and Services Code®** (UNSPSC®), managed by GS1 US™ for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services. UNSPSC is an efficient, accurate and flexible classification system for achieving company-wide visibility of spend analysis, as well as, enabling procurement to deliver on cost-effectiveness demands and allowing full exploitation of electronic commerce capabilities. Encompassing a five level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You	10. Input a general description of the item in the Code Name box to search for related UNSPSC products and services. Click on the magnifying glass.
unspsc® HOME FAQS SEARCH-CODE MEMBERSHIP LIBRARY CODESE... **Version 17.1001** Search Code [_____] Search Title [snorkel____] [Search] | **Code**	**Title**
49141500	Scuba and snorkeling gear
49141505	Masks or fins or snorkels		11. A screen displays a list of items for this commodity class. You may wish to continue this refining process using different search terms to more accurately assign UNSPSC to your organization's goods and services offered.

U N S P S C Code Browse [Show Categories] ℹ️ Select the category that best describes the product and service you offer. Click on the question mark for more information. 	☐	**Code**	**Description**
☐	49-14-15	Scuba and snorkeling gear
☑	49-14-16	Surf and swim equipment and accessories | [Save] [Save and Add More]	12. Select the UNSPSC checkbox for the additional category of the products and services your organization offers. If you wish to add additional products or services, click on **Save and Add More** to continue your search. This action returns you to the UNSPSC search screen. Upon completion of adding your products and services click on **Save**.
Commodity-EPP and Service Codes **Current Codes - Surfing1** 	**Deactivate**	**Code**	**Desc**
☑	49-14-15	Scuba and snorkeling gear
☐	49-14-16	Surf and swim equipment and accessories | [Deactivate Selected Items] [Add Additional Codes] [Cancel & E] Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.	13. Once you have clicked on **Save**, the codes will appear as current codes. Click on **Cancel & Exit** when the commodity code maintenance is complete to return to the Commodity-EPP Maintenance homepage. To remove codes, click on **Deactivate Selected Items.**
Commodity-EPP Maintenance Home Page for: Surfs Up **Maintain Commodity-EPPs** This section is used to add or remove commodity-EPPs. **Display Inactive Commodity-EPP** This section is used to display inactive commodity-EPPs. [Exit] Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.	14. To view inactive commodity codes, Click on the **Display Inactive Commodity Codes** icon from the Commodity Maintenance homepage. This displays a list of commodity codes that were at one time assigned to goods or services offered by seller's organization.

Commodity-EPP and Service Codes		
Inactive Codes for Surfing1		
Activate	Code	Description
☐	49-14-15	Scuba and snorkeling gear
		Save & Exit Save & Continue Exit

15. To reactivate Commodity Codes that have been deactivated, place a check mark in the item's Activate box and click on **Save & Exit.**